

Confidential Questionnaire

MACHINE RECORDS DIVISION

<u>Question</u>	<u>Answer</u>	
	<u>YES</u>	<u>NO</u>
(1) Has undue pressure been put on you to accept overseas positions irrespective of personal or family problems?	___	___
(2) Have you ever been asked to serve overseas?	___	___
(3) Have you been led to believe that unless you accept an overseas appointment when requested you will never be promoted or given advancement? (The policy of the Office of the Comptroller is to give preference to those who do serve overseas and who do a good job. This does not mean that those who do not go overseas will not be given consideration. Since MRD came under the supervision of the Office of the Comptroller--promotions have been processed on MRD personnel who have not served overseas.)	___	___
(4) Do you feel you have not been given proper consideration for promotional opportunities?	___	___
(5) Do you feel that any particular group of employees are favored to the extent that better or equally qualified personnel are not given just treatment?	___	___
(6) Do you feel that your Division Chief or any other supervisor is ruthless in his or her dealings with employees? Division Chief Other Supervisor	___ ___	___ ___
(7) Is the Division Chief or any other supervisor outstandingly blunt or rude in dealing with personnel? Division Chief Other Supervisor	___ ___	___ ___
(8) Does the Division Chief or any other supervisor use obscene language in the presence of female employees? (In answering this question you should consider obscene as meaning foul or dirty language as contrasted with terms such as damn or hell.) Division Chief Other Supervisor	___ ___	___ ___
(9) Does the Division Chief or any other supervisor make derogatory remarks about certain of his employees in the presence of others? Division Chief Other Supervisor	___ ___	___ ___

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YES NO

Question

- (10) Do you feel that the Division Chief or other supervisors make promises designed chiefly to keep people quiet when questions of reassignment and promotion are brought to him for consideration?

Division Chief
Other Supervisor

- (11) Have promises been made to you that have not been kept when in your opinion such promises could have been fulfilled?

- (12) Are you afraid of your Division Chief or any other supervisor?

Division Chief
Other Supervisor

- (13) Are you afraid to offer suggestions and/or criticisms?

- (14) Have you ever discussed a problem with the Division Chief and in your opinion not received proper or sympathetic consideration?

- (15) Do you feel it necessary to go to the Inspector General with your problems rather than to your supervisor, Division Chief and/or the Comptroller in order?

- (16) Have you ever been reprimanded or punished by the Division Chief or any other supervisor for any remarks made by you?

Division Chief
Other Supervisor

- (17) Do you believe that unnecessary overtime is being performed?

- (18) In your opinion can the work be more evenly distributed to the employees?

- (19) Are there any employees in the Division who are not doing their share of the work?

- (20) In your judgment can any of the work processes be eliminated?

- (21) Are working conditions satisfactory?